

April 14, 2004

TO ALL PROSPECTIVE OFFERORS:

Request for Proposal (RFP) TIRNO-04-R-00005

The Department of Treasury, Internal Revenue Service (IRS) invites your company to offer a task order proposal for facilities operations and maintenance services.

If you are interested in submitting a proposal, please read the entire RFP carefully, including Section I, Contract Terms and Conditions and Section III, Solicitation Provisions. All blank spaces including Standard Form 1449, Price Proposal Sheets, Offeror Representations and Certifications, must be completed and signed by an authorized representative of your company.

In particular, we would like to provide you with the following additional information pertinent to this requirement and summarize the salient elements of this RFP. This letter is not an integral part of the RFP. In the event of a conflict between the contents of this letter and the RFP, the RFP shall govern. Offers are cautioned that the only person to be contacted for information regarding this requirement prior to contract award is the Contracting Officer.

CONTACT INFORMATION

Contract Specialist: Robbi Gregg, Phone: 202-283-1650,
Email: robbi.s.gregg@irs.gov, Fax: 202-283-1511

Contracting Officer: Barry Kearns, Phone: 202-283-1640,
Email: barry.e.kearns@irs.gov, Fax 202-283-1513

DUE DATE

Proposals must be received by **May 17, 2004** by **3:00pm EST** at the following address:

Internal Revenue Service (IRS),
Office of Procurement Operations (OS:A:P:O:B),
6009 Oxon Hill Road - 5th Floor,
Oxon Hill, MD 20745
Attn: Ms. Robbi Gregg

SET-ASIDE INFORMATION

This acquisition is unrestricted. However, in accordance with FAR 9.404 proposals are not solicited from firms that are debarred, suspended, or proposed for debarment. Proposals from such firms will not be considered for award.

CENTRAL CONTRACTOR REGISTRATION (CCR)

Treasury has partnered with the Department of Defense (DoD), Defense Electronic Business Program Office (Defense eBusiness) to use the Central Contractor Registration (CCR) system. As such the IRS will only make procurement awards to businesses that are registered in CCR. Lack of registration in the CCR database will make your firm ineligible to receive payments under a contract and ineligible for contract renewal and new awards.

SITE VISIT

The IRS will conduct a walk-thru of the facility. The exact date and time of the site visit will be provided at a later date via an amendment to the solicitation. Attendance at this conference is strongly encouraged as it is vital to the preparation of a competitive and cost effective offer, and in the understanding of the scope, complexity and age of the building. Attendees will have the opportunity to acquaint themselves with the building, the areas to be serviced and gain an awareness of specific problem areas requiring special attention. Failure to attend this meeting may not be used as an excuse for omissions or miscalculations in offers.

ADDITIONAL INFORMATION:

1. The Service Contract applies to this RFP. Applicable wage determinations are included in the solicitation in Section II.
2. The resultant contract will be a non-construction contract that will include some construction work. As such the Davis-Bacon Act and the various construction clauses are applicable only to construction work performed under the contract.
3. All questions regarding this RFP must be submitted in writing to the Contract Specialist via facsimile or email within 15 working days of the proposal due date to give us time to prepare responses prior to receipt of proposals.

Sincerely,

Barry Kearns

Barry Kearns
Contracting Officer

Enclosures
Standard Form 1449
Section I, Contract Terms and Conditions
Section II, Contract Documents and Technical Exhibits
Section III, Solicitation Provisions
Section IV, Solicitation Submittal Forms
Award Fee Plan